



**Muncie Public Library Board of Trustees
Minutes of January 20, 2023—Page One**

Call to Order

Denise King called the meeting to order at 10:01 am at Maring-Hunt Library.

Present: Billie Sheppard, Denise King, Jennifer Warrner, Mary Louise Buck, Ren'a Wagner, Olon Dotson, Traci Lutton, Katherine Mitchell, Akilah Nosakhare

**Audience
Comments**

Floor opened for comments. No action required.

Minutes Approved

Billie Sheppard moved to approve the minutes of the December 16, 2022 meeting, Ren'a Wagner seconded.

- All voted in favor of accepting the minutes of the December meeting.

Director's Report

Director Nosakhare

- Reviewed items in her written report.

Treasurer's Report

Presented by Katherine Mitchell, Treasurer

Claims Approved

Claims:

- Claims for December 2022 were presented in the amount of \$433,169.17.

Billie Sheppard moved to approve the claims in the amount of \$433,169.17 and Denise King seconded.

- All voted in favor of approving the December 2022 claims.

**House & Finance
Committee**

Traci Lutton moved and Jennifer Warrner seconded to approve the Resolution to Establish Ready Readers Fund.

- All voted in favor of the motion.

**Annual
Resolutions
Approval**

Denise King
~~Mary Louise Buck~~ moved and Traci Lutton seconded to approve the following annual resolutions.

Resolution to Allow Director to Approve Expenditures
Resolution to Allow Payment of Bills with Prior Approval
Resolution to Apply for Grants & Conduct Fundraising Campaigns
Resolution to Approve Electronic Transfer of Funds
Resolution to Authorize Issuance of Free Library Cards
Resolution to Authorize Payment of Membership Dues
Resolution to Authorize Payment of Surety Bond for Treasurer
Resolution to Establish Cash Change Funds
Resolution to Establish Nonresident Fee
Resolution to Establish Petty Cash Funds
Resolution to Sign Insurance Benefit Papers
Resolution to Sign Purchase Request

- All voted in favor of the motion.



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Finance Policy

Billie Sheppard moved to approve the Finance Policy and Traci Lutton seconded.

Bylaws

Billie Sheppard moved to approve the Bylaws and Jennifer Warrner seconded.

Internal Control

Billie Sheppard moved to approve the Internal Controls and Traci Lutton seconded.

Operations Policy

Billie Sheppard moved to approve the Operations Policy and Jennifer Warrner seconded.

Denise King

Committee called for a vote en masse to approve the recommended motions.

Mary Louise Buck moved and Traci Lutton seconded.

- All voted in favor of the motion. All motions approved.

Personnel Committee

Traci Lutton moved to approve Revisions to the PTO information in the Employee Handbook and Billie Sheppard seconded.

- All voted in favor of the motion.

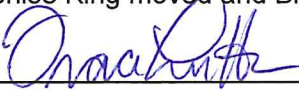
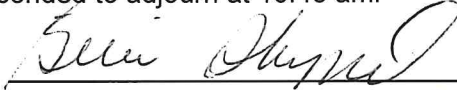

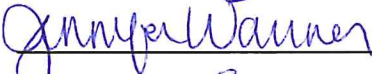
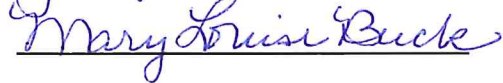
Billie Sheppard moved and Denise King seconded to approve the Employee Handbook as ammended.

- All voted in favor of the motion.


Adjourn

Denise King moved and Billie Sheppard seconded to adjourn at 10:45 am.

Signatures

	
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ATTEST:


Secretary